



## Job Search Checklist

### Prepare the following:

- A list of 30-50 target employers
- A list of 50+ past and recent colleagues with whom you have a positive relationship
- A list of professional associations in your industry
- A list of your [differentiators](#) / accomplishments
- Your [elevator pitch](#) and practice interview questions
- Recent performance reviews, kudos, and recommendation letters

### Set up the tools for job search:

- A professional email address
- A professional email signature (*WiseStamp, for example*)
- An updated and keyword-optimized LinkedIn profile
- A list of your target job titles
- Networking email templates
- Templates for requesting LinkedIn recommendations
- Targeted resume and cover letter for each target role

### Block time every day for the following activities:

- Review your list of 30-50 target employers and research them.

Follow their decision-makers on LinkedIn, comment on their posts, and send introductory messages. Check the Careers pages on these companies' websites. Sign up for their newsletters; check their YouTube channels for the latest news. Do your salary research. Contact past employees to learn more about the company culture, application process, and to confirm if your salary research is correct. Set the company's name as a keyword in your Indeed email alerts.

- Reach out to 50+ colleagues on your list and let them know what roles you are looking for. Tell them about your latest successful projects and ask about theirs.
- Review professional association websites, their job boards, conference announcements, and lists of conference sponsors. Choose one or two new associations to join. Reach out to the association leaders and introduce yourself. Make the best of your membership by engaging

actively with the association to learn new information and meet new people. Contribute your expertise as a volunteer (write a blog post, present a webinar, attend a welcome session for new members, etc.).

- Update your LinkedIn profile in line with your career goals. Highlight the most pertinent, recent achievements. Review your About section. Connect with recruiters specializing in your industry and introduce yourself. Ask your colleagues to write you a recommendation on LinkedIn.
- Sign up for industry Listservs to get direct access to job announcements.
- Make a list of conferences, webinars, and local chamber of commerce events to attend.
- Explore various job search tools: general job boards (Indeed), LinkedIn Jobs, niche job boards in your industry, association job boards (usually available to members), specialized recruiters in your industry or executive search companies, professional Facebook groups, and small mastermind groups you can create with several colleagues.

#### **Track your progress:**

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- Create a system for tracking your job applications, company research, and salary data.
- Note any red flags you discover about employers.
- Mark companies to follow up with after applying.
- Keep a list of new professional contacts for future follow-up.

#### **Reward yourself:**

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- Maintain a positive mindset and practice self-care.
- Connect with supportive people in your life.
- Allocate time for your favorite activities.